



## CITY OF LODI COUNCIL COMMUNICATION

**AGENDA TITLE:** Adopt resolution establishing and adjusting rental fees for Hutchins Street Square (COM)

**MEETING DATE:** March 1, 2006

**PREPARED BY:** Steve Baker, Interim Community Center Director

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**RECOMMENDED ACTION:** Adopt resolution approving establishing and adjusting rental fees for Hutchins Street Square.

**BACKGROUND INFORMATION:** In March of 1998, the City Council approved the establishment of rental fees for Hutchins Street Square which included the amount of fees and deposits to be charged for the use of facility space as well as ancillary or supplemental equipment. Between 1998 and 2002, those rental fees were steadily increased to what is shown on Exhibit 1 under "Current" fees.

After benchmarking rental fees of other local and regional facilities; and after careful analysis of the community center's current occupancy rates, staff recommends that current rental rates remain in place for the higher traffic days of Thursday through Saturday. For Sundays through Wednesdays, staff recommends offering a discount of 12-50% (depending on the specific space) to encourage greater utilization. Additionally, staff proposes that exterior areas of the Square have rental charges associated with their use as noted on the attached exhibit.

The Hutchins Street Square Board of Directors and the City's Budget Committee have reviewed this proposal.

In fiscal year 2004-05, the Square's activities generated revenues of \$487,455 – recovering approximately 35% of the Square's operating costs.. The budgeted goal for 2005-2006 is 43% cost recovery.

Attached for your consideration are exhibits showing 1) current and proposed rental fees; 2) current occupancy rates; and 3) cost recovery breakdowns for last fiscal year and the budgeted recovery for this fiscal year.

**FISCAL IMPACT:** The City should realize additional revenues in the form of additional rentals of the Hutchins Street Square facility.

**FUNDING:** None. No funding is required for this proposal.

  
Steve Baker.

Interim Community Center Director

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**APPROVED:**

  
Blair King, City Manager

**Community Center - Hutchins Street Square  
Proposed Fee Adjustments**

Exhibit 1a

Description	User Group A						User Group B					
	Current	Proposed					Current	Proposed				
		Sun-Wed	Discount	DEPOSIT	Thur-Sat	DEPOSIT		Sun-Wed	Discount	DEPOSIT	Thur-Sat	DEPOSIT
PRICE PER DAY												
ENTIRE INSIDE SQUARE*	\$0	\$3,500	36%	\$3,000	\$5,500	\$3,000	\$0	\$2,500	16%	\$3,000	\$3,000	\$3,000
ENTIRE INSIDE/OUTSIDE SQUARE*	\$0	\$4,500	30%	\$4,000	\$6,500	\$4,000	\$0	\$3,250	18%	\$4,000	\$4,000	\$4,000
CPL THEATRE	\$1,500	\$750	50%	\$700	\$1,500	\$700	\$700	\$500	28%	\$700	\$700	\$700
KIRST HALL	\$1,400	\$1,000	28%	\$600	\$1,400	\$600	\$600	\$500	16%	\$600	\$600	\$600
CRETE HALL	\$850	\$600	29%	\$400	\$850	\$400	\$400	\$350	12%	\$400	\$400	\$400
DAPHNE'S KITCHEN	\$400	\$250	37%	\$200	\$400	\$200	\$200	\$150	25%	\$200	\$200	\$200
THOMAS THEATRE	\$600	\$350	41%	\$300	\$600	\$300	\$300	\$200	33%	\$300	\$300	\$300
AMPHITHEATRE	\$600	\$350	41%	\$300	\$600	\$300	\$300	\$200	33%	\$300	\$300	\$300
COTTAGE ROOM	\$400	\$250	37%	\$200	\$400	\$200	\$200	\$150	25%	\$200	\$200	\$200
PISANO ROOM	\$400	\$250	37%	\$200	\$400	\$200	\$200	\$150	25%	\$200	\$200	\$200
COTTAGE-PISANO COMBINED	\$700	\$475	32%	\$400	\$700	\$400	\$400	\$275	31%	\$400	\$400	\$400
GREEN ROOM (per hour)	\$30	\$20	33%	\$15	\$30	\$15	\$15	\$10	33%	\$15	\$15	\$15
ROTUNDA (when no other space is rented)	\$600	\$450	25%	\$300	\$600	\$300	\$300	\$250	33%	\$300	\$300	\$300
ARTS CLASSROOM (per hour)	\$0	\$25	0%	\$20	\$25	\$20	\$0	\$15	16%	\$20	\$20	\$20
SENIOR CENTER (per hour; after closing)	\$0	\$25	50%	\$30	\$50	\$30	\$0	\$20	33%	\$30	\$30	\$30
POOL (per hour; after closing)	\$0	N/A	n/a	\$65	\$70	\$65	\$0	N/A	N/A	\$65	\$65	\$65
OMEGA-NU STAGE/West Park**	\$0	\$750	37%	\$650	\$1,200	\$650	\$0	\$450	30%	\$650	\$650	\$650

Description	User Group C				User Group D	
	Current	Proposed		Thur-Sat	Sun-Sat	Sun-Sat
		Sun-Wed	Discount			
PRICE PER DAY						
ENTIRE INSIDE SQUARE*	\$0	\$1,300	13%	\$1,500	\$0	\$0
ENTIRE INSIDE/OUTSIDE SQUARE*	\$0	\$1,700	15%	\$2,000	\$0	\$0
CPL THEATRE	\$350	\$250	28%	\$350	\$0	\$0
KIRST HALL	\$300	\$250	16%	\$300	\$0	\$0
CRETE HALL	\$200	\$175	12%	\$200	\$0	\$0
DAPHNE'S KITCHEN	\$100	\$75	25%	\$100	\$0	\$0
THOMAS THEATRE	\$150	\$125	16%	\$150	\$0	\$0
AMPHITHEATRE	\$150	\$125	16%	\$150	\$0	\$0
COTTAGE ROOM	\$100	\$75	25%	\$100	\$0	\$0
PISANO ROOM	\$100	\$75	25%	\$100	\$0	\$0
COTTAGE-PISANO COMBINED	\$200	\$150	25%	\$200	\$0	\$0
GREEN ROOM (per hour)	\$0	\$0	0%	\$0	\$0	\$0
ROTUNDA (when no other space is rented)	\$150	\$100	33%	\$150	\$0	\$0
ARTS CLASSROOM (per hour)	\$0	\$0	n/a	\$0	\$0	\$0
SENIOR CENTER (per hour; after closing)	\$0	\$0	n/a	\$0	\$0	\$0
POOL (per hour; after closing)	\$0	N/A	n/a	\$60	\$0	\$0
OMEGA-NU STAGE/West Park**	\$0	\$300	14%	\$350	\$0	\$0

**Definitions:**

Group A: Individuals; for-profit businesses  
Group B: Local non-profits with a 501(c)(3) designation  
Group C: City Associates (Arts Commission; HSS Instructors; other appointed boards, commissions groups)  
Group D: City (subject to bump w/in 30 days of a Group A booking)

NOTE: Security Deposits will be collected on rentals for Groups A & B equal to the full rental rate for Thur-Sat of Group B.

\*Inside of Square = Theatre, Rotunda, Kirst Hall, Crete Hall, Daphne's Kitchen, Thomas Theatre, Cottage/Pisano Rooms ONLY

\*\*Whole West Park must have approval of City Manager first

Rental Fees do not include charges for additional items, security guards or other labor

# Supplemental/ Ancillary Equipment Rental Fees

Exhibit 1b

Item	Current Fee (ea.)	Proposed Fee (ea.)	Set-up	Deposit - On-site use	Deposit - Off-site Use
Easels (metal)	\$0	\$5	\$0	None	\$100
Easels (wood - see Arts Comm)	\$0	\$10	\$0	None	\$200
Art Panel w/ hangers	\$25	\$25	\$0	None	n/a
8 x 6 x 24 riser (stage)	\$30	\$50	\$0	None	\$1,000
8 x 6 x 8 riser (stage)	\$30	\$30	\$0	None	\$1,000
8' wood beverage bar	\$0	\$95	\$0	None	n/a
6' wood beverage bar	\$0	\$75	\$0	None	n/a
5' projection screen	\$30	\$30	\$0	None	\$150
Podium (Amplified)	\$30	\$30	\$0	None	n/a
Overhead projector w/ table	\$40	\$40	\$0	None	\$250
TV/VCR combo	\$30	\$30	\$0	None	n/a
Tent Canopy - 10' x 10'	\$40	\$95	\$0	None	\$500
Tent Canopy - 20' x 30'	\$40	\$300	\$0	None	\$1,000
<b>THEATRICAL</b>					
STRIP LIGHTS	\$10	\$10	\$0	None	n/a
FIXED LIGHTS	\$2.50	\$2.50	\$0	None	n/a
SPOTLIGHTS	\$25	\$25	\$0	None	n/a
ORCHESTRA SHELL	\$150	\$150	\$600	None	n/a
MUSIC STAND LIGHTS	\$1.50	\$1.50	\$0	None	n/a
PIANO RENTAL (CPL)	\$250	\$250	\$0	None	n/a
PIANO RENTAL (Kirst)	\$240	\$240	\$0	None	n/a
PIANO TUNE	<i>prevailing rate + 10%</i>	<i>prevailing rate + 10%</i>	\$0	None	n/a
Piano moving	<i>prevailing rate + 10%</i>	<i>prevailing rate + 10%</i>	\$0	None	n/a
LEVEL ONE TECH per 8 hrs	\$300	\$300	\$0	None	n/a
LEVEL ONE TECH OT/per HR	\$55	\$55	\$0	None	n/a
LEVEL TWO TECH per hour	\$16	\$16	\$0	None	n/a
LEVEL TWO TECH OT/per HR	\$24	\$24	\$0	None	n/a
<b>Tables/Chairs Set Up-Tear Down Fee</b>					
- Banquet Kirst	\$0	\$0	n/a	None	n/a
- Banquet Crete	\$0	\$0	n/a	None	n/a
- Banquet Thomas	\$0	\$0	n/a	None	n/a
- Banquet Cottage/Pisano	\$0	\$0	n/a	None	n/a
- Lecture Kirst	\$0	\$0	n/a	None	n/a
- Lecture Crete	\$0	\$0	n/a	None	n/a
- Lecture Thomas	\$0	\$0	n/a	None	n/a
- Lecture Cottage/Pisano	\$0	\$0	n/a	None	n/a
Linens (white only/all sizes)	\$0	\$10	\$0	None	n/a
Coffee pot - 100 cup	\$0	\$25	\$0	None	\$100
Coffee pot - 50 cup	\$0	\$15	\$0	None	\$75
Security Guard	<i>prevailing rate + 10%</i>	\$17/per hr	\$25/per hr for OT		
Insurance	<i>prevailing rate</i>				
NOTE: n/a = item NOT available for use off-site					

**OCCUPANCY PER SPACE/PER DAY (ALL CLIENTS - July thru Sept 2005)**

	<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>TOT AVG</b>
<i>Kirst Hall</i>	0%	0%	100%	100%	25%	38%	92%	<b>51%</b>
<i>Crete Hall/kitchen</i>	0%	7%	53%	100%	42%	33%	26%	<b>37%</b>
<i>Thomas Theatre</i>	0%	61%	100%	76%	100%	57%	30%	<b>61%</b>
<i>Cottage Room</i>	8%	0%	7%	92%	58%	50%	15%	<b>33%</b>
<i>Pisano Room</i>	0%	46%	7%	46%	50%	14%	7%	<b>24%</b>
<i>Wishek Amph</i>	0%	23%	53%	53%	33%	7%	0%	<b>24%</b>
<i>CPL Theatre</i>	7%	0%	0%	15%	16%	7%	15%	<b>9%</b>
<i>Green Room</i>	7%	7%	60%	61%	16%	21%	8%	<b>26%</b>
<i>Arts Classroom</i>	0%	76%	92%	84%	83%	64%	38%	<b>62%</b>
<b>TOT AVG</b>	<b>2%</b>	<b>24%</b>	<b>52%</b>	<b>70%</b>	<b>47%</b>	<b>32%</b>	<b>26%</b>	<b>36%</b>

**OCCUPANCY PER SPACE/PER DAY (PAID CLIENTS ONLY - July thru Sept 2005)\***

	<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>TOT AVG</b>
<i>Kirst Hall</i>	0%	0%	0%	7%	7%	14%	92%	<b>17%</b>
<i>Crete Hall/kitchen</i>	0%	0%	0%	100%	7%	28%	30%	<b>24%</b>
<i>Thomas Theatre</i>	0%	0%	15%	15%	0%	0%	0%	<b>4%</b>
<i>Cottage Room</i>	0%	0%	0%	7%	7%	7%	15%	<b>5%</b>
<i>Pisano Room</i>	0%	0%	0%	0%	7%	0%	7%	<b>2%</b>
<i>Wishek Amph</i>	0%	0%	0%	7%	0%	0%	0%	<b>1%</b>
<i>CPL Theatre</i>	8%	0%	0%	15%	15%	7%	15%	<b>9%</b>
<i>Green Room</i>	0%	0%	0%	11%	0%	0%	0%	<b>2%</b>
<i>Arts Classroom</i>	0%	0%	0%	0%	0%	0%	0%	<b>0%</b>
<b>TOT AVG</b>	<b>1%</b>	<b>0%</b>	<b>2%</b>	<b>18%</b>	<b>5%</b>	<b>6%</b>	<b>18%</b>	<b>7%</b>

\*Arts Education classes not included

\*Wednesday client in Crete Hall = Delta Blood Bank who is already paying a reduced rate. New rates would bring them into compliance.

**2004-05 Cost Recovery Analysis**

	<b>Expenses</b>	<b>Revenue</b>	<b>% Recovered</b>
PAT	<b>\$231,927</b>	\$82,678	35%
PAT-Box Office	\$181,927		
Administration	\$50,000		
RENTALS	<b>\$150,000</b>	\$176,675	115%
Administration	\$50,000		
Maintenance	\$100,000		
ARTS EDUCATION	<b>\$156,262</b>	\$115,352	74%
Arts Classes	\$136,262		
Maintenance	\$20,000		
POOL	<b>\$169,088</b>	\$90,152	53%
Swimming	\$119,088		
Maintenance	\$50,000		
YOUTH COMMISSION	<b>\$38,160</b>	\$21,738	57%
GIFT BOXES	<b>\$1,036</b>	\$652	63%
OTHER*	<b>\$663,533</b>	\$208	>1%
Administration	\$235,834		
Maintenance	\$192,342		
Arts & Culture	\$122,045		
Arts Commission	\$1,468		
Public Art	\$0		
Senior Center	\$111,821		
Senior Commission	\$23		
<b>TOTALS:</b>	<b>\$1,410,006</b>	<b>\$487,455</b>	<b>35%</b>

**2005-06 Cost Recovery Analysis (Estimated)**

	<b>Expenses</b>	<b>Revenue</b>	<b>% Recovered</b>
PAT	<b>\$211,150</b>	\$139,000	66%
PAT-Box Office	\$161,150		
Administration	\$50,000		
RENTALS	<b>\$160,500</b>	\$160,500	100%
Administration	\$50,000		
Maintenance	\$110,500		
ARTS EDUCATION	<b>\$125,238</b>	\$114,000	91%
Arts Classes	\$105,238		
Maintenance	\$20,000		
POOL	<b>\$162,210</b>	\$97,000	60%
Swimming	\$112,210		
Maintenance	\$50,000		
YOUTH COMMISSION	<b>\$41,740</b>	\$25,000	60%
GIFT BOXES	<b>\$1,300</b>	\$2,300	177%
OTHER*	<b>\$580,562</b>	\$7,500	1%
Administration	\$213,050		
Maintenance	\$131,400		
Arts & Culture	\$137,062		
Arts Commission	\$1,100		
Public Art	\$2,600		
Senior Center	\$94,400		
Senior Commission	\$950		
<b>TOTALS:</b>	<b>\$1,282,700</b>	<b>\$545,300</b>	<b>43%</b>

RESOLUTION NO. 2006-38

A RESOLUTION OF THE LODI CITY COUNCIL  
APPROVING THE ESTABLISHMENT OF RENTAL  
FEES FOR HUTCHINS STREET SQUARE

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BE IT RESOLVED that the Lodi City Council does hereby approve the establishment of rental fees for use of facilities at Hutchins Street Square, as shown on the attached Exhibit A and made a part of this Resolution.

Dated: March 1, 2006

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I hereby certify that Resolution No. 2006-38 was passed and adopted by the City Council of the City of Lodi in a regular meeting held March 1, 2006, by the following vote:

AYES: COUNCIL MEMBERS – Beckman, Johnson, Mounce, and  
Mayor Hitchcock

NOES: COUNCIL MEMBERS – None

ABSENT: COUNCIL MEMBERS – Hansen

ABSTAIN: COUNCIL MEMBERS – None

  
SUSAN J. BLACKSTON  
City Clerk

# EXHIBIT A

## Community Center - Hutchins Street Square Proposed Fee Adjustments

Description	User Group A						User Group B					
	Current	Proposed					Current	Proposed				
		Sun-Wed	Discount	DEPOSIT	Thur-Sat	DEPOSIT		Sun-Wed	Discount	DEPOSIT	Thur-Sat	DEPOSIT
PRICE PER DAY												
ENTIRE INSIDE SQUARE*	\$0	\$3,500	36%	\$3,000	\$5,500	\$3,000	\$0	\$2,500	16%	\$3,000	\$3,000	\$3,000
ENTIRE INSIDE/OUTSIDE SQUARE*	\$0	\$4,500	30%	\$4,000	\$6,500	\$4,000	\$0	\$3,250	18%	\$4,000	\$4,000	\$4,000
CPL THEATRE	\$1,500	\$750	50%	\$700	\$1,500	\$700	\$700	\$500	28%	\$700	\$700	\$700
KIRST HALL	\$1,400	\$1,000	28%	\$600	\$1,400	\$600	\$600	\$500	16%	\$600	\$600	\$600
CRETE HALL	\$850	\$600	29%	\$400	\$850	\$400	\$400	\$350	12%	\$400	\$400	\$400
DAPHNE'S KITCHEN	\$400	\$250	37%	\$200	\$400	\$200	\$200	\$150	25%	\$200	\$200	\$200
THOMAS THEATRE	\$600	\$350	41%	\$300	\$600	\$300	\$300	\$200	33%	\$300	\$300	\$300
AMPHITHEATRE	\$600	\$350	41%	\$300	\$600	\$300	\$300	\$200	33%	\$300	\$300	\$300
COTTAGE ROOM	\$400	\$250	37%	\$200	\$400	\$200	\$200	\$150	25%	\$200	\$200	\$200
PISANO ROOM	\$400	\$250	37%	\$200	\$400	\$200	\$200	\$150	25%	\$200	\$200	\$200
COTTAGE-PISANO COMBINED	\$700	\$475	32%	\$400	\$700	\$400	\$400	\$275	31%	\$400	\$400	\$400
GREEN ROOM (per hour)	\$30	\$20	33%	\$15	\$30	\$15	\$15	\$10	33%	\$15	\$15	\$15
ROTUNDA (when no other space is rented)	\$600	\$450	25%	\$300	\$600	\$300	\$300	\$250	33%	\$300	\$300	\$300
ARTS CLASSROOM (per hour)	\$0	\$25	0%	\$20	\$25	\$20	\$0	\$15	16%	\$20	\$20	\$20
SENIOR CENTER (per hour; after closing)	\$0	\$25	50%	\$30	\$50	\$30	\$0	\$20	33%	\$30	\$30	\$30
POOL (per hour; after closing)	\$0	N/A	n/a	\$65	\$70	\$65	\$0	N/A	N/A	\$65	\$65	\$65
OMEGA-NU STAGE/West Park**	\$0	\$750	37%	\$650	\$1,200	\$650	\$0	\$450	30%	\$650	\$650	\$650

PRICE PER DAY	User Group C				User Group D	
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CRETE HALL	\$200	\$175	12%	\$200	\$0	\$0
DAPHNE'S KITCHEN	\$100	\$75	25%	\$100	\$0	\$0
THOMAS THEATRE	\$150	\$125	16%	\$150	\$0	\$0
AMPHITHEATRE	\$150	\$125	16%	\$150	\$0	\$0
COTTAGE ROOM	\$100	\$75	25%	\$100	\$0	\$0
PISANO ROOM	\$100	\$75	25%	\$100	\$0	\$0
COTTAGE-PISANO COMBINED	\$200	\$150	25%	\$200	\$0	\$0
GREEN ROOM (per hour)	\$0	n/a	n/a	\$0	\$0	\$0
ROTUNDA (when no other space is rented)	\$150	\$100	33%	\$150	\$0	\$0
ARTS CLASSROOM (per hour)	\$0	\$0	n/a	\$0	\$0	\$0
SENIOR CENTER (per hour; after closing)	\$0	\$0	n/a	\$0	\$0	\$0
POOL (per hour; after closing)	\$0	N/A	n/a	\$60	\$0	\$0
OMEGA-NU STAGE/West Park**	\$0	\$300	14%	\$350	\$0	\$0

Group A: Individuals; for-profit businesses  
 Group B: Local non-profits with a 501(c)(3) designation  
 Group C: City Associates (Arts Commission; HSS Instructors; other appointed boards, commissions groups)  
 Group D: City (subject to bump w/in 30 days of a Group A booking)

NOTE: Security Deposits will be collected on rentals for Groups A & B equal to the full rental rate for Thur-Sat of Group B.

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\*\*Whole West Park must have approval of City Manager first

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## Supplemental/ Ancillary Equipment Rental Fees

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Easels (wood - see Arts Comm)	\$0	\$10	\$0	None	\$200
Art Panel w/ hangers	\$25	\$25	\$0	None	n/a
8 x 6 x 24 riser (stage)	\$30	\$50	\$0	None	\$1,000
8 x 6 x 8 riser (stage)	\$30	\$30	\$0	None	\$1,000
8' wood beverage bar	\$0	\$95	\$0	None	n/a
6' wood beverage bar	\$0	\$75	\$0	None	n/a
5' projection screen	\$30	\$30	\$0	None	\$150
Podium (Amplified)	\$30	\$30	\$0	None	n/a
Overhead projector w/ table	\$40	\$40	\$0	None	\$250
TV/VCR combo	\$30	\$30	\$0	None	n/a
Tent Canopy - 10' x 10'	\$40	\$95	\$0	None	\$500
Tent Canopy - 20' x 30'	\$40	\$300	\$0	None	\$1,000
<b>THEATRICAL</b>					
STRIP LIGHTS	\$10	\$10	\$0	None	n/a
FIXED LIGHTS	\$2.50	\$2.50	\$0	None	n/a
SPOTLIGHTS	\$25	\$25	\$0	None	n/a
ORCHESTRA SHELL	\$150	\$150	\$600	None	n/a
MUSIC STAND LIGHTS	\$1.50	\$1.50	\$0	None	n/a
PIANO RENTAL (CPL)	\$250	\$250	\$0	None	n/a
PIANO RENTAL (Kirst)	\$240	\$240	\$0	None	n/a
PIANO TUNE	prevailing rate + 10%	prevailing rate + 10%	\$0	None	n/a
Piano moving	prevailing rate + 10%	prevailing rate + 10%	\$0	None	n/a
LEVEL ONE TECH per 8 hrs	\$300	\$300	\$0	None	n/a
LEVEL ONE TECH OT/per HR	\$55	\$55	\$0	None	n/a
LEVEL TWO TECH per hour	\$16	\$16	\$0	None	n/a
LEVEL TWO TECH OT/per HR	\$24	\$24	\$0	None	n/a
<b>Tables/Chairs Set Up-Tear Down Fee</b>					
- Banquet Kirst	\$0	\$0	n/a	None	n/a
- Banquet Crete	\$0	\$0	n/a	None	n/a
- Banquet Thomas	\$0	\$0	n/a	None	n/a
- Banquet Cottage/Pisano	\$0	\$0	n/a	None	n/a
- Lecture Kirst	\$0	\$0	n/a	None	n/a
- Lecture Crete	\$0	\$0	n/a	None	n/a
- Lecture Thomas	\$0	\$0	n/a	None	n/a
- Lecture Cottage/Pisano	\$0	\$0	n/a	None	n/a
Linens (white only/all sizes)	\$0	\$10	\$0	None	n/a
Coffee pot - 100 cup	\$0	\$25	\$0	None	\$100
Coffee pot - 50 cup	\$0	\$15	\$0	None	\$75
Security Guard	prevailing rate + 10%	\$17/per hr	\$25/per hr for OT		
Insurance	prevailing rate				
NOTE: n/a = item NOT available for use off-site					